

OFFICIAL CORRESPONDENCE REVIEW FORM

INITIATED BY: (NAME, BUREAU OR DIVISION, ETC.) MICHELLE VEENSTRA, Captain Commanding Officer, Training Division		DATE: 10-30-14	
STAFF OFFICER ASSIGNED: (NAME, BUREAU OR DIVISION, PHONE EXTENSION, ETC.) Lieutenant Michelle Richards, OIC Firearms and Tactics Section, (818) 832-3710			
SUBJECT: <i>ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2015 SCHEDULE</i>			
ATTN	REVIEWED BY:	ATTN	REVIEWED BY:
	OPERATIONS-SOUTH BUREAU	4	CHIEF OF STAFF
	REVOLVING TRAINING FUND		CO, FISCAL OPERATIONS DIVISION
	OPERATIONS-VALLEY BUREAU		OFFICE OF CHIEF OF POLICE
	OPERATIONS-WEST BUREAU		OFFICE OF ADMINISTRATIVE SERVICES
			CO, PERSONNEL AND TRAINING BUREAU
	SPECIAL OPERATIONS BUREAU	1	OIC, LIEUTENANT MICHELLE RICHARDS, FTS
	CO, INFORMATION TECHNOLOGY DIVISION		TRAINING DIVISION
	DEPARTMENT WEBMASTER		ACO, PERSONNEL AND TRAINING BUREAU
	OIC, FIREARMS AND TACTICS SECTION	3	CO, PERSONNEL AND TRAINING BUREAU

LAPD 15.75.0 (5/93)

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TRAINING DIVISION-E.P.

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

NOTICE
12.1.1

TO: Concerned Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2015 SCHEDULE

In accordance with Department policy, Training Division (TD) is responsible for maintaining Department ordnance. Therefore, TD personnel are tasked with inspecting all Department armories or areas wherein weapons and munitions are stored to ensure adherence to established policy, procedures and rules.

Attached is the 2015 Inspection Schedule and the guidelines and protocols on which the inspection will be based. Commanding Officers shall take the necessary action to facilitate a cooperative evaluation of the Area/division's weapons maintenance and storage program.

If there are any questions please contact Lieutenant Michelle Richards, Officer in Charge, Firearms and Tactics Section (FTS), TD, at (818) 832-3710, or Sergeant Michael Hall, FTS, TD, at (818) 832-3740.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division

STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachments

DISTRIBUTION "B"

ANNUAL INSPECTION OF DEPARTMENT ARMORIES – 2015 SCHEDULE

April 8, 2015	West Los Angeles Area
May 6, 2015	Northeast Area
June 3, 2015	Harbor Area
July 1, 2015	Central Area
July 29, 2015	77 th Street Area
August 26, 2015	Southeast Area
September 23, 2015	Central Traffic Division
October 21, 2015	Newton Area

INSPECTION OF DEPARTMENT ARMORIES GUIDELINES AND PROTOCOLS

The objective of Training Division's inspections shall be to determine security standards, serviceability of all weapons and ammunition, and availability of related cleaning equipment. An additional goal is to correct Department inventory, if necessary, and ensure compliance with the Department's storage and maintenance policies.

Training Division personnel shall locate the concerned watch commander or officer in charge, identify themselves, referencing Training Division Notice, Dated February 13, 2012, and request access to the armory / kit room and all related storage areas. Generally, the Area/Division armory would involve the "kit room"; however, all areas of a facility wherein weapons and munitions are maintained shall be inspected, such as safes, lockers and secured equipment rooms. The inspection of the Department's ordnance will include the following:

- **SECURITY**: Inspect the area to assess security, including locks, structural soundness and access procedures.
- **SHOTGUNS**: inventory, inspect and document condition of assigned shotguns, and evaluate compliance with Department policy and procedures (Manual 3/258.33 – Responsibilities of Division Commanding Officers).
- **SHOTGUN TEST FIRE LOG**: Evaluate compliance with Department policy and procedures (Manual 3/258.33 – Responsibilities of Division Commanding Officers).
- **LESS-LETHAL SHOTGUNS**: inventory, inspect and document condition of assigned less-lethal shotguns, and evaluate compliance with less-lethal standards and storage requirements.
- **LESS-LETHAL SHOTGUN AMMUNITION**: Inventory, inspect and document condition of less-lethal "Super-Sock" ammunition, and evaluate compliance with storage requirements.
- **RESERVE AMMUNITION**: Inventory, inspect and document condition of all reserve ammunition, including handgun, shotgun and rifle, and evaluate compliance with storage requirements.
- **PATROL RIFLES**: Inventory, inspect and document condition of assigned City issued Patrol Rifles and evaluate compliance with storage requirements. Any private purchase Patrol Rifles stored in the armory / kit room are subject to inspection.
- **DEFECTIVE/UNSERVICEABLE AMMUNITION**: Inspect ammunition and evaluate compliance with storage requirements. Ensure that the correct duty rounds are stored and remove any ammunition that is in poor condition or not currently approved for duty use.
- **SEMI-ANNUAL EQUIPMENT REPORT, FORM 15.61**: Inspect and evaluate compliance with Department policy and procedures (Manual 3/572.40 – Inspection and Inventory of Armament and Administrative Order No. 4, June 9, 2004).
- **CLEANING EQUIPMENT**: Inspect and evaluate supplies.
- **TASERS**: Inventory, inspect, and document condition of assigned TASERS. Inventory, inspect and document condition of all TASER related equipment including batteries and audit TASERS for synchronization.